

## PROOF OF RELATIONSHIP DOCUMENTS EFFECTIVE JANUARY 1, 2011

Electing family coverage under the CIGNA OAPIN (HMO), CIGNA OAP (PPO) or CIGNA CHOICE FUND (HRA) requires proof of relationship documents for each dependent insured.

Effective January 1, 2011, proof for full-time college student is no longer required in accordance with the Affordable Care Act.

### To Add

#### Effective January 1, 2011

#### Document(s) Required

Spouse	<ul style="list-style-type: none"> <li>• Copy of the Marriage License</li> </ul>
Child(ren)	<ul style="list-style-type: none"> <li>• Certified copy of the birth certificate (Mother's copy accepted only within 30 days of birth)</li> </ul> <p>If custodial parent is not listed on the birth certificate, you will have to provide the following:</p> <ul style="list-style-type: none"> <li>• <b><i>Adopted Child(ren):</i></b> Motion for Order of Guardianship obtained from Chancery Court, or Placement Order, or Final Adoption Decree.</li> <li>• <b><i>Legal Custody &amp; Guardianship:</i></b> Copies of Legal Custody and Guardianship papers issued by the court signed by the Judge. (Custody and Guardianship are both required.)</li> </ul> <p>Copy of Legitimate Order from Juvenile Court signed by the Judge (<i>if father's name is not listed on birth certificate</i>).</p> <ul style="list-style-type: none"> <li>• <b><i>Stepchildren:</i></b> Do not have to reside with you. Copy of birth certificate required.</li> </ul>
Age 19 up to 26 Adult Children	<ul style="list-style-type: none"> <li>• Certified copy of the birth certificate and/or other pertinent documentation to establish eligibility to enroll on the health plan.</li> </ul>

The appropriate documents should be attached to the Shelby County Government Employee/Retiree Health Care Plans Enrollment/Change Form to add dependents to the health insurance plans. Additional proof may be required when court documents do not include necessary information to enroll dependents.

### **IMPORTANT:**

**It is the employee's responsibility to notify the Employee Benefits Office when dependents become ineligible and complete proper forms to prevent an incorrect premium deduction in which the employee will not be reimbursed.**

# **PROOF OF RELATIONSHIP FOR NEW HIRES**

*(For Family Coverage)*

As a new employee of Shelby County Government, I will provide within 15 days from the date of employment all the required Proof of Relationship documents (i.e., marriage license, birth certificate(s) listing the parents, or court documents signed by a judge) for family health coverage on my dependents to the Employee Benefits Office for approval by the Plan Administrator.

I understand that if these documents are not received by Employee Benefits within 15 days from the date of employment that my dependent(s) whose document(s) was not provided will not be covered. I understand that I will have to wait until open enrollment to enroll dependent(s), unless I have a status change.

If these documents are not received within the required 15 days, I understand that my coverage will be reduced to single coverage, except when Proof of Relationship documents have been received on one or more dependents. (For example, if you are enrolling yourself, spouse, and child and you do not provide the marriage license to verify spouse, the spouse will not be covered. Only you and the child will be covered, and you will be paying for family coverage.)

## **IMPORTANT:**

**It is the employee's responsibility to notify the Employee Benefits Office of ineligible dependents and complete proper forms to prevent an incorrect premium deduction in which the employee will not be reimbursed.**

---

**Employee Signature**

---

**Social Security Number**

---

**Telephone Number**

---

**Date**